

NH Division of Historical Resources

Bibliography Form and Short Report

Complete this form for ALL archaeological reports submitted to the DHR. Refer to the manual for guidance at: http://www.nh.gov/nhdhr/archaeology_forms_manuals.htm

This form is being used for: ☐ Short Report *AND* Bibliography Form ☐ Bibliography Form Only

Short Report *AND* Bibliography Form original hard copy must be mailed to the address below. In addition, submit an electronic version of the report (Word Doc.) to: tanya.krajcik@dcr.nh.gov.

Bibliography Form Only may be submitted electronically (Word Doc.) to: tanya.krajcik@dcr.nh.gov; Or a hard copy, accompanied with a CD of the form, may be mailed to the address below.

NH Division of Historical Resources
Attn: Review & Compliance
19 Pillsbury Street
Concord, NH 03301-3570

This is a dual-purpose form to be used as either a bibliography form only or a bibliography form and Short Report. Additional information is required when using this form as a Short Report (see below). The "Short Report" is a substitute for a Phase IA report where the investigation did not result in the identification of any archaeological sites or areas of archaeological sensitivity within the project area. If using this form as a Short Report an original hard copy must also be mailed to the NH DHR.

DHR Review #: *Review Number given by the DHR. See project proponent for number.*

Author's Last Name: *Last Name*

First/MI: *First Name*

Additional Authors: *Listed as First, MI, Last Name, First, MI, Last Name*

Source Institution: *Agency/Company/Individual that conducted the archaeological investigation. Please see current list attached. Note that this list can be expanded as needed.*

Report Type: *see SAA Style Guide at http://www.nh.gov/nhdhr/archaeology_forms_manuals.htm*

Report Date: *Enter year only*

Title: *Title of Report*

Sponsor Agency: *Government Agency/Academic Institution that is responsible for compliance with state or federal regulations.*

Abstract: *(100 words or less): What (phase of survey, project number, etc.), where (city/state), when (dates of survey), why (purpose of study – wetland permit, DOT, etc.), BRIEF results of study, recommendations.*

Investigation Type: *Type of archaeological investigation*

Sites Found: *Yes or No*

Excavated: *Yes or No*

Comments: *pertinent information (ex. If there is more than one volume, for cross reference; draft version of report; if appendices are bound separately, etc.)*

Enter the geographical coordinates for the project area below (NH State Plane-feet preferred). NH State Plane coordinates can be found on the GRANIT website at: <http://granitview.unh.edu>
Please refer to the R&C FAQ's on help accessing this data. The FAQ's are available at:
<http://www.nh.gov/nhdhr/review>

Approximate Area Surveyed: *This is needed to comply with federal fiscal year reporting requirements. Provide the total area acres surveyed. Enter in acres only.*

Date Survey Completed (mm/dd/yy): *This is needed to comply with federal fiscal year reporting requirements. Please use mm/dd/yy format.*

No. of Pages (including attachments): *TOTAL number of pages in the report. Include attachments such as maps, photographs, etc.*

No. of Maps: *TOTAL maps, including site maps and plans.*

No. of Figures: *Include tables, graphs, photographs, drawings, lists, i.e. anything that is NOT a map.*

Location, Site Numbers and Coordinates: *List each town name within the project area and include site numbers and State Plane coordinates. Access to State Plane coordinate data can be found at: <http://granitview.unh.edu>. Please refer to the R&C FAQ's on help accessing this data. The FAQ's are available at: <http://www.nh.gov/nhdhr/review>*

SHORT REPORT:

Description of methodology employed: *Please see NHDHR's Archaeological Standards and Guidelines for Phase IA report writing. The Standards and Guidelines can be found at: <http://www.nh.gov/nhdhr/review/Archaeology.htm>*

Explanation of why the project area was determined *not* archaeologically sensitive: *Provide a statement justifying why no further survey is recommended for the project area.*

Attach the relevant portion of a 7.5' USGS map (photocopied or computer-generated) indicating the defined project boundary location

*Indicate the name of the USGS quadrangle on which your project area is located. An original or clear photocopy of the 7.5 minute USGS topographic quadrangle, or a **clearly labeled** portion thereof, showing the exact boundaries of the project location **must** be attached to this application. Do **not** reduce or enlarge the map. Topographic maps may be printed or downloaded free of charge at: <http://granitview.unh.edu>. Please refer to the R&C FAQ's on help accessing this data. The FAQ's are available at: <http://www.nh.gov/nhdhr/review>*

Attach sketches, test pit location maps, field records, and any other applicable maps or images that would help the DHR understand the reason for the recommendations. *Include maps or images, if available.*

DHR Records check completed on [date]. *Date of archaeological records review at the DHR.*